

Loudoun County General District Court Protective Order Protocols for Petitioners Who Have Been Exposed to COVID-19

*****Applicable only during the time we are under a Judicial Emergency*****

If you have been exposed to COVID-19¹, you may not enter the courthouse to either request a Protective Order or attend a court hearing.

If you cannot enter the courthouse, this is what you can do instead:

- 1) Complete your Protective Order petition by accessing the [online I-CAN form](#).
- 2) Once the forms are completed, you'll have to print the Petition, Affidavit, and all attached documents. Ensure the best contact phone number is clearly written on the cover sheet. If possible, have your affidavit notarized.²
- 3) Once those steps are completed, you may send your documents to the GDC Clerk's office by fax at 703- 771-5284.³ Make sure you add a request for a telephonic appearance or virtual appearance when submitting an application.
- 4) Once the paperwork is submitted to the clerk's office, the judge will review administratively.⁴
- 5) Even if your Protective Order was granted virtually, the Protective Order is not in effect until law enforcement physically serves the respondent with the order. Law enforcement will also need to serve the petitioner.⁵ If you need help with safety planning while waiting for service, please call the 24/7 confidential LAWS hotline, 703-777-6552.

¹ You cannot enter the courthouse if, within the last 14 days, any one or more of the following applies: 1) You've tested positive OR have had contact with someone who has been diagnosed with COVID-19, 2) You've traveled internationally 3) You've been directed to quarantine, 4) You're experiencing a fever, cough, or shortness of breath

² If the petition/affidavit is not notarized, the judge can put the petitioner under oath when he/she appears by phone or WebEx.

³ If you have any other questions for the GDC Clerk's Office, you may call 703-777-0312.

⁴ Please provide the court with bad dates in order for your protective order to be set.

⁵ The schedule for service by law enforcement also varies. To check for service, please call the non-emergency LCSO 703-777-1021.